



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1g

Meeting Date: May 3, 2018

Subject: Approve Rosemont High School Field Trip to Washington, D. C.
May 23-30, 2018

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve Rosemont High School Field Trip to Washington, D. C. from May 23 to May 30, 2018.

Background/Rationale: On May 23, 2018 a group of 4 students, two volunteer chaperones and one teacher chaperone from Rosemont High School will travel via commercial airline to Washington D.C. The students will be participating in the NCFL Debate Tournament. After the tournament ends the students will have an opportunity to visit the United States Capitol, the Smithsonian, and the Holocaust Museum.

Financial Considerations: No cost to the district.

LCAP Goal(s): College and Career Ready Students

Documents Attached:

1. Out of State Field Trip Documents

Estimated Time of Presentation: N/A

Submitted by: Iris Taylor, Chief Academic Officer

Chad Sweitzer, Instructional Assistant Superintendent

Approved by: Jorge A. Aguilar, Superintendent

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name Rosemont High School Date 5/23/2018 to 5/30/2018

Teacher's Name Stephen Goldberg Room # _____ Telephone # 916-712-0782
 Fax # _____

Field Trip Destination Walter E. Washington Convention Center (Washington D.C.)

Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)

Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route Flying from Oakland Airport (OAK) to Baltimore Airport (BWI)

Educational nature of field trip/excursion Speech and Debate

Depart Date 5 / 23 / 2018 Time 4: 55 am/pm Return Date 5 / 30 / 2018 Time 7:03 am/pm

TRANSPORTATION will be provided by: Walking School Bus - contact Transportation Field Trip Office
 Charter Bus Company (certified): Yes No - Check with Field Trip Office
 Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
 Public Transportation Train Commercial Airline Other: _____

Funding Source SUDL Financial Assistance Available? Yes No

Number of students participating: 4

Adult Chaperones/Drivers:	DRIVER		DRIVER
1) <u>Mark Hernandez</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) <u>Carol Vial</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Teachers and Staff Attending:

1) <u>Stephen Goldberg</u>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	2) _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3) _____	<input type="checkbox"/> yes <input type="checkbox"/> no	4) _____	<input type="checkbox"/> yes <input type="checkbox"/> no

Principal Approval Elizabeth Vial Date 3/23/18

Risk Management Approval (Unusual Activities) Stephen Goldberg Date 4/13/18

Segment Administrator Approval Carol Vial Date 4-16-18


Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

- Local Trip (school or charter bus): (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
- Local Trip: (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
- Out-of-Town: (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Overnight Trip: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip involving Swimming or Wading: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
- Trip involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require Special Event Liability Insurance.
- Out-of-State/Country: Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
- Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.

Sacramento City Unified School District
**OUT-OF-STATE OR OUT-OF-COUNTRY
TRAVEL REQUEST**

School Name Rosemont High School Date 3, 23
Teacher's Name Stephen Goldberg Room # _____ Telephone # _____
Field Trip Destination Walter E. Washington Convention Center (Washington D.C.)
Reason for travel Speech and Debate Tournament

List unusual activities, water activities or high risk activities (examples: rafting, rock climbing, skiing, etc.) as a special parent waiver may be required. Attach a contract or waiver to Risk Management for review before signing. Attach a detailed itinerary for each day.

Signed  3/23/2018
Teacher

Approvals:

Elizabeth H. Vogel 3/23/18
Principal Date
Robert M. ... 4/13/18
Risk Management Dept. Date
... 4/16/18
Segment Administrator Date
... 4/18/18
Superintendent Date

Board Approval Date

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: <input checked="" type="checkbox"/> Conference/Workshop <input checked="" type="checkbox"/> Business Meeting	Purpose for Attending: <input checked="" type="checkbox"/> Professional Development <input type="checkbox"/> Continued Education Credits Earned	Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state. REQ # _____
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School/Department Rosemont High School Date 4/12/18

Date(s) of Event 5/23-30/2018 Location Washington D.C

Event Title (attach brochure) Walter E. Washington Convention Center (Washington D.C.)

Purpose* Debate Tournament

*(what value does this activity give students, attendees, staff, department/site or community?)
 How does this travel align with the District's strategic plan? Development of extra curricular programming.

How will this activity/event be used and shared? Competition in policy debate.

Name of Attendee(s) <small>(attach sheet for additional attendees)</small>	Position	Substitute (Y/N)**	No. of Days Required	Budget Code <small>(for substitute)</small>
<u>Mark A. Hernandez Sr.</u>	<u>Executive Director of SUDL</u>	<u>No</u>	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	
		No	<input type="checkbox"/>	

****IF A SUBSTITUTE IS NEEDED, SEND A COPY OF THIS FORM TO PERSONNEL, BOX 770** Additional Attendees Attached

Approvals: <div style="margin-bottom: 10px;"> _____ Principal/Department Head Signature & Print Name <u>4/12/18</u> Date </div> <div style="margin-bottom: 10px;"> _____ Cabinet Level or Designee Signature <u>4/16/18</u> Date </div> <div style="margin-bottom: 10px;"> _____ Chief Business Officer Signature <u>4/17/18</u> Date </div> <div style="margin-bottom: 10px;"> _____ Superintendent or Designee Signature <u>4/18/18</u> Date </div>	District cost for all attendees (estimate) Registration Fee *** <u>0</u> Meals included? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> Lodging <u>0</u> Transportation <u>0</u> Meals <u>0</u> Other <u>0</u> TOTAL <input type="text"/>
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Categorical Budget Code(s): _____ \$ 0
 General Fund/Unrestricted _____ \$ 0

***If any meals are included in the cost of registration, how many of each: Breakfast _____ Lunch _____ Dinner _____

Prepayment Requested: All checks will be sent to the site/department unless prior arrangements have been made (with AP) to pick up check

Requisition #	Dollar Amount
Registration Fee	_____
Hotel	_____
Airfare ****	_____
Car Rental ****	_____